

**Annual Report
1999-2000**

Saskatchewan Legal
Aid Commission

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Highlights of 1999-2000

- Served 21,891 applicants in 1999-2000
- Received the Strategic Needs Assessment (the Rosten Report) review of the legal aid plan.
- Implemented the redesign of the Case Management System
- Celebrated the 25th Anniversary of Legal Aid in Saskatchewan

Legislative Mandate

The Legal Aid Act and The Legal Aid Regulations provide the legislative mandate for The Saskatchewan Legal Aid Commission.

Commission Profile

The Saskatchewan Legal Aid Commission provides legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure these services from their own resources.

The Saskatchewan Plan has been in existence since 1974.

The Saskatchewan Plan uses a salaried staff delivery model for most of its applicants. In 1999-2000, the Plan employed 132 staff (62 lawyers, 20 legal assistants, and 50 administrative and support staff) located in 14 offices throughout the province. The services of private practice lawyers may be used where a client is charged with an offence punishable by life imprisonment (murder or high treason) or where the Chief Executive Officer of the Commission believes it would better serve the client.

Applicants are financially eligible for services if:

- they are receiving income from social assistance; or
- their financial resources are at social assistance levels; or
- the costs of obtaining the services from a private lawyer would reduce their financial resources to social assistance levels.

Legal services are provided to financially eligible applicants if the service requested falls within the range of services provided by The Saskatchewan Legal Aid Commission, and if the matter has professional merit. Services are provided in Federal Criminal matters (adult and youth), and family law.

Immediate advice, although temporary, despite financial status is available to those arrested or detained.

Summary advice and information may be provided to anyone about a wide range of matters if they involve no more than a brief interview or telephone call.

The Provincial Government, through Saskatchewan Justice, funded The Saskatchewan Legal Aid Commission. By agreement, the Government of Canada reimburses the Province for some legal aid expenditures on adult criminal matters and young offender matters.

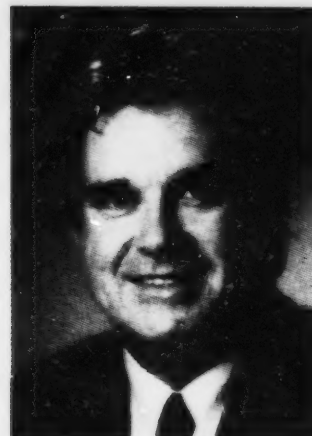
Letter of Transmittal

Minister of Justice
and Attorney General



SASKATCHEWAN

Legislative Building
Regina, Saskatchewan S4S 0B3



Her Honour
The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor of the
Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of
The Saskatchewan Legal Aid Commission for the year ending March 31,
2000.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A Axworthy'.

The Honourable Chris Axworthy
Minister of Justice and Attorney General

Letter of Transmittal



**Saskatchewan
Legal Aid
Commission**

**Central
Office**

Jane L. Lancaster, Q.C.,
Chairperson

**#502 - 201 21st Street East
Saskatoon, Saskatchewan
S7K 2H6**

**Phone (306) 933-5303
FAX (306) 933-6764
Toll Free 1-800-667-3764**



**THE HONOURABLE CHRIS AXWORTHY, Q.C.
MINISTER OF JUSTICE AND ATTORNEY GENERAL
PROVINCE OF SASKATCHEWAN**

Dear Mr. Axworthy:

It is my pleasure to forward to you the twenty-sixth Annual Report of The Saskatchewan Legal Aid Commission according to section 38(1) of *The Legal Aid Act*, depicting the affairs of the Commission in the 1999-2000 fiscal year.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lancaster". The signature is written in dark ink on a light background.

Jane L. Lancaster, Q.C.
Chairperson

A Message from the Chairperson and Chief Executive Officer

It has been my pleasure to work with the staff and the members of the Saskatchewan Legal Aid Commission for the past year.

Our major goal in 1999-2000, was to continue to provide client service and to communicate with client groups.

For the first time in many years, the Commission experienced job action by the unionized employees during the negotiation of a collective agreement. This was a difficult time for all parties, and a collective agreement was signed in June 1999.

This year was the celebration of 25 years of serving the citizens of Saskatchewan with legal aid services. With the assistance of funding from the Law Foundation of Saskatchewan, the Commission hosted celebrations in area offices, as well as a major banquet in November 1999 in Saskatoon. At this banquet, employees, former employees, former Commissioners, community organizations and supporters of legal aid, members of the justice system in Saskatchewan, gathered to celebrate our Anniversary. Roger Carter Q.C., Chair of the 1974 Attorney-General's Committee on Legal Aid, which was pivotal in the organization of legal aid in Saskatchewan as a staff-based plan, was the guest speaker. It was a very successful and enjoyable evening.

In April 1999, I had the honour of being asked to participate, along with a colleague from Ontario Legal Aid, and a researcher from Justice Canada, in a symposium on legal aid in Prague, Czech Republic. Canada has partnerships with the Czech Republic, and is assisting that government in the transitions of their institutions, including the justice system to those found in a democratic country. Participants from the Justice system in the Czech Republic were very interested in how legal aid was provided in Saskatchewan and Ontario, and had many probing questions for myself and my colleagues.

In June 1999, I had been asked to present a paper on staff-based legal aid plans for the International Legal Aid Conference in Vancouver. It was exhilarating to meet and discuss legal aid with participants from Australia, New Zealand, Holland, England, Ireland, Scotland, Norway and the United States. Although there are differences in legal systems, there are many common issues surrounding the provision of legal services to poor people.

In November 1999, the *Report on The Strategic Needs Assessment for the Saskatchewan Legal Aid Commission* (Rosten Report) was released. This report was prompted by workload issues which had attracted public attention over the past years, and was to review the resource requirements of the Saskatchewan Legal Aid Commission over the next five years. The report was done by Don Rosten, a Saskatoon management consultant. Members of the Steering Committee were John Whyte Q.C., Deputy Minister of Justice, John McIntosh, a Swift Current lawyer, representing the Law Society of Saskatchewan, and myself as Chair of the Saskatchewan Legal Aid Commission. The key recommendations were to increase staffing, increase the private bar tariff, increase use of technology, implement a control and measurement system for workload issues. The Report indicated that the Saskatchewan Legal Aid Commission provides good value for the public money it receives, and requires more staff to handle existing caseload requirements. The Commission has accepted the Report and has begun work on the recommendations.

Three long-time employees were honoured during the year:

- David Andrews, Legal Director, Regina Rural Area Office was appointed a Queen's Counsel in December 1999.
- Sidney Robinson, Q.C., Legal Director, Northern Office was appointed to the Provincial Court in March 2000.
- George Thurlow, Lawyer, Meadow Lake Area Office was given an Employee Recognition Award in November 1999.

This past year has been an eventful one for the Commission and staff. I acknowledge our past achievements of more than 25 years, and look forward with anticipation to the future.

Thancaster

Members of the Saskatchewan Legal Aid Commission



Left to right (back row): Riel Bellegarde, Betty Ann Pottruff, Q.C., Barry Morgan, Jane Lancaster, Q.C., Leslie Prosser, Q.C., Marilyn Hedlund, Robert Gibbings.
Left to right (front row): Priscilla Joseph, Mary Pelletier, Mavis Moore, Geraldine Atimoyoo.

Members at March 31, 2000

Jane L. LANCASTER, Q.C., Saskatoon, Chairperson
Geraldine ATIMOYOO, Marcelin
Riel BELLEGARDE, Regina
Marilyn HEDLUND, Regina
Robert GIBBINGS, Saskatoon
Priscilla JOSEPH, Prince Albert
Mavis MOORE, Saskatoon
Barry MORGAN, Saskatoon
Mary PELLETIER, Yorkton
Betty Ann POTTRUFF, Q.C., Regina
Leslie PROSSER, Q.C., Saskatoon

Appointed by:

Lieutenant Governor in Council
Lieutenant Governor in Council
Lieutenant Governor in Council
Minister of Social Services
Law Society of Saskatchewan
Lieutenant Governor in Council
Lieutenant Governor in Council
Law Society of Saskatchewan
Lieutenant Governor in Council
Minister of Justice
Attorney General of Canada

The Legal Aid Act provides for the appointment of eleven members - two appointed by the Law Society of Saskatchewan, one member appointed by the Attorney General of Canada, six members appointed by the Lieutenant Governor in Council, one member who is an employee of the Department of Justice appointed by the Minister of Justice, and one member who is an employee of the Department of Social Services appointed by the Minister of Social Services.

Objectives

The primary objectives of The Saskatchewan Legal Aid Commission are:

- To provide professional, quality legal services to those low income persons who require legal services, who fall within financial guidelines, coverage or range of service eligibility, whose matter has professional merit.
- To provide professional, quality management to support the delivery of legal services.

Goals for 1999-2000	1999-2000 Achievements
● To continue to fulfil obligations under <i>The Legal Aid Act</i> .	- The Saskatchewan Legal Aid Commission met on five occasions during the year - June 23, 1999, September 17, 1999, November 19, 1999, January 21, 2000, and March 31, 2000.
● To continue to improve services to clients.	- Legal Directors and staff regularly liaise with the Department of Justice staff, Provincial Court Judges and Officials, Queen's Bench Court Justices and Registrars to ensure the smooth delivery of services to clients. - The Meadow Lake Area Office has partnered with the La Loche Community Development Corp. to advertise on local television as to when a staff lawyer is attending in La Loche. - Legal Directors, Kathy Grier and David Andrews, Q.C., were invited to be presenters at the 1999-2000 Provincial Court Judges' Seminars. - Legal Director Michael Ryan, Q.C., continues to sit on the National Child Support Guideline Committee.
● To continue to improve service response timeliness to family law clients, and developing more effective ways of delivering services in family law area.	- In March 1999, it took an average of two weeks to get an appointment for a non-emergency family law matter. At year-end this increased to 2.5 weeks. - Where distance from an Area Office was a factor for family clients, private bar appointments were considered. - The annualized value of monthly maintenance orders reached for the Commission's clients exceeds \$3.9 million, down slightly from \$4.2 million the previous year. - The Meadow Lake Area Office established a northern family law circuit for Ile a la Crosse, Beauval, Buffalo Narrows, Dillon, and Turnor Lake in order to provide a better level of service to family law clients located north of Meadow Lake.
● To continue to liaise with other social service agencies and service providers who are concerned with the needs of low-income citizens.	- The Chairperson and/or Legal Directors have met with staff of Tribal Councils, Transition Houses, Social Services, and Community Corrections in various areas of the province. - In Regina, meetings with the staff and boards of the John Howard Society, the Sophie House and the Elizabeth Johnson Centre occurred. - In Saskatoon, many staff volunteer for the street outreach program of the EGADZ Youth Centre. The Commission applied for membership as an agency. - Legal Directors met with staff and officials of the aboriginal court worker program. - Many staff members are on the boards of or involved in community organizations such as Saskatoon Communities for Children. - The Saskatoon City youth team lawyers are members of the Saskatoon Provincial Court Youth Justice Committee.

Goals for 1999-2000	1999-2000 Achievements
● To continue to improve communications with area offices and staff.	- Held five meetings of Legal Directors. - Regular Union and Management meetings were held. - Several new Union/Management Committees were formed during the year (i.e. job evaluation and workload) and continue to meet. - In November 1999, held an "in-house" professional development seminar for all staff. - Installed e-mail and internet access in all area offices. - Awarded the "Employee Recognition Award" to George Thurlow, Lawyer, Meadow Lake Area Office. - Distributed "Facts About Legal Aid", a brochure on services provided to various clients or client groups. - Distributed "You and Legal Aid", a brochure on client/lawyer expectations for clients and staff.
● To continue to implement the recommendations of the Information Systems Strategic Plan.	- A management committee met eight times throughout the year to regularly review the strategic plan. - Upgraded hardware and software in all area offices. - In Winter 2000, provided training on the new word processing software to all staff.
● To ensure any Year 2000 computer problems are addressed.	- Upgraded most workstations to a Windows-based platform that was Year 2000 ready. - Upgraded word processing software. - Upgraded spreadsheet software. - No concerns were identified January 1 to March 31, 2000.
● To continue to apply the comprehensive Affirmative Action Plan for the following target groups: aboriginal persons, persons of a visible minority, persons with disabilities, and women in management and non-traditional roles.	- Participation rates at year-end (goals in brackets) were: ● Aboriginal 7% (12.2%) ● Visible Minorities 2% (2.6%) ● Disabilities 7% (9.7%) ● Women (Lawyers) 45% (45%) ● Women (Management) 31% (45%)
● To continue to provide professional development opportunities for staff.	- An "in-house" seminar was held in November 1999. - Throughout the year, lawyers and legal assistants attended several seminars in criminal and family law, sponsored by the National Criminal Law Program, the biennial National Family Law Seminar, Saskatchewan Legal Education Society Inc., the Saskatchewan Trial Lawyers' Association, and the Saskatoon Criminal Defence Lawyers' Association. - Throughout the year, many support staff attended various seminars of topical interest. - In Winter 2000, all staff attended updated training on the new word processing software. - The Saskatoon City Area Office invites speakers from various agencies to monthly lawyers' meetings.

Goals for 1999-2000	1999-2000 Achievements
● To participate in the initiatives concerning Restorative Justice and other proposed changes in the criminal justice system.	- Several Legal Directors and staff participated in local Justice 2001 Committees. - Two Saskatoon staff members, Kathy Grier and Kearney Healy helped to organize a restorative justice seminar in Saskatoon in September 1999 with Dr. Nils Christie, a criminologist from Denmark, as speaker. - Several Legal Directors consulted with Tribal Councils and band officials in their areas. - Throughout the province, staff members have been actively involved in the establishment of adult diversion programs in their communities. - Throughout the year, staff members helped many clients as part of Sentencing Circles.
● To review and implement essential changes as a result of revised federal/provincial/territorial cost-sharing agreements.	- In June 1999, participated in the Association of Legal Aid Plans of Canada Annual meeting. - In June 1999 and March 2000, the Chairperson attended meetings of Justice Canada's Permanent Working Group on Legal Aid (federal, provincial, and territorial officials) to discuss various issues concerning legal aid in Canada. - Further review of legislative changes needed was ongoing at year-end.
● To review and implement changes in financial eligibility as a result of provincial social welfare reform.	- <i>The Legal Aid Regulations</i> were reviewed and revised effective June 1999.
● To educate the public about the nature and quality of the services provided by the Saskatchewan Legal Aid Commission.	- Throughout the year, several lawyers and legal assistants acted as resource persons for various seminars and lectured at the annual Bar Admissions Course for articling students. - Several staff members are on the board of Public Legal Education of Saskatchewan. - In Swift Current, Legal Director Adrian McBride, participates in discussions with students when school tours visit the Provincial Court. He has also hosted student placements. - Many staff participate in activities for the public through Public Legal Education of Saskatchewan.
● To review and implement essential changes as a result of the Strategic Needs Assessment review which was undertaken in 1999.	- The Report, released in Fall 1999, had several key recommendations: • increased staffing levels by 13 • increase in private bar tariffs to the higher end of a range of \$51-\$63 per hour • increased use of technology (e-mail, internet access, computerized legal research, word processing) - At year end, most of the technology related recommendations had been implemented. - The 2000-01 Budget, included additional funding to implement some of the other recommendations.
● To celebrate the 25th Anniversary of Legal Aid in Saskatchewan in 1999.	- Supported by the Law Foundation of Saskatchewan, a banquet was held November 25, 1999 to commemorate the 25th Anniversary. About 300 people attended: current staff and members of the Commission, former staff, former members of the Commission, client groups, members of the Judiciary, Saskatchewan Justice officials, members of the private bar, and many more. - Several Area Offices (Central, Saskatoon City, Saskatoon Rural, Regina City, Regina Rural, Northern, Prince Albert, Melfort, Moose Jaw, Yorkton and Swift Current) held local functions to celebrate 25 years in Saskatchewan.

Goals for 2000-2001

- To continue to fulfil obligations under *The Legal Aid Act*.
- To continue to improve services to clients.
- To continue to improve service response timeliness to family law clients and developing more effective ways of delivering services in the family law area.
- To continue to liaise with other social service agencies and service providers who are concerned with the needs of low-income citizens.
- To continue to improve communications with area offices and staff.
- To review and update the Information Systems Strategic Plan.
- To continue to review and implement essential changes as a result of the Strategic Needs Assessment review released in 1999.
- To continue to apply the comprehensive Affirmative Action Plan for the following target groups: aboriginal persons, persons of a visible minority, persons with disabilities, and women in management and non-traditional roles.
- To continue to provide professional development opportunities for staff.
- To participate in the initiatives concerning Restorative Justice and other proposed changes in the criminal justice system.
- To review and implement essential changes as a result of revised federal/provincial/territorial cost-sharing arrangements.
- To educate the public about the nature and quality of the services provided by The Saskatchewan Legal Aid Commission.
- To review the Private Bar Tariff.

Financial Overview

Sources of Funding

In 1999-2000, The Saskatchewan Legal Aid Commission received funding from two sources:

- Funds appropriated by the Provincial Government through Saskatchewan Justice.
- Client contributions, costs awarded by the Court on behalf of clients, interest earned on monies invested, and miscellaneous receipts.

The Government of Canada reimbursed the Province for some of the legal aid expenditures on federal criminal matters (adult and youth).

Distribution of Funding

In 1999-2000, The Saskatchewan Legal Aid Commission's budget of \$10.6 million was divided into the two general areas of direct legal service and administration. The table on the next page shows the distribution.

Significant Pressures on The Saskatchewan Legal Aid Commission's Budget

The Saskatchewan Legal Aid Commission cannot control the volume of caseload as demand is often driven by external factors, such as:

- the economy;
- introduction of new federal or provincial legislation;
- Supreme Court of Canada decisions regarding the provision of duty counsel services; disclosure and delays in Court; and decisions concerning professional conflict of interest.

Asset Management and Protection

Personnel: The emphasis on personnel is promoted by development of skills and knowledge that increase productivity, effectiveness, and job satisfaction. Each Area Office has appointed an Occupational Health Committee or Representative.

Electronic Data: This includes word processing files, database files, financial, payroll, and other systems. Electronic data and files are protected with daily and weekly backup procedures and off-site storage of weekly backups.

Capital Assets: The Commission maintains a budget that provides for the acquisition of new assets as they are consumed or become obsolete. Acquisition and disposal of assets are managed with a schedule updated annually and supported by physical counts.

Financial Overview (Continued)

	1998-99 Actual (in \$'000s)	1999-2000 Planned (in \$'000s)	1999-2000 Actual (in \$'000s)	2000-2001 Planned ¹ (in \$'000s)
Revenue:				
Appropriation	\$9,825	\$10,465	\$10,565	\$10,897
Other	128	135	125	127
Total	\$9,953	\$10,600	\$10,690	\$11,024
Expenditure:				
Direct Legal Service ²	\$8,551	\$8,620	\$8,863	\$9,269
Administration ³	1,390	1,435	1,443	1,477
Purchase of Capital Assets ⁴	---	394	---	200
Investment in Capital Asset Adjustments ⁵	170	---	310	---
Total	\$10,111	\$10,449	\$10,616	\$10,946
Excess (Deficiency) of Revenue over Expenditure	(\$158)	\$151	\$74	\$78
Staffing Resources:				
Lawyers	62	63	62	67
Legal Assistants	20	20	20	20
Support Staff/Administration	51	51	50	52
Total staffing	133	134	132	139

This chart does not include any adjustments made in the Capital Assets Fund.

¹ Actual results for 2000-01 may vary from planned expenditures for many reasons, some of which are mentioned previously under Significant Pressures on the Budget.

² Direct Legal Service expenditures include salaries & benefits, travel, provision of legal services, and other legal expenses.

³ Administrative expenditures include accommodation, telephone, postage, stationery & office supplies, periodicals, photocopying, and other operating expenses.

⁴ Purchase of Capital Assets are included in the planned activities of the Commission. However, for financial reporting the purchases are recorded as an increase to Capital Asset costs on the Statement of Financial Position.

⁵ Investment in Capital Asset Adjustments include the consumed cost of capital assets and loss on disposal of capital assets. These non-monetary adjustments are included with the financial reporting of the Commission on the Statement of Operations and are excluded in the planned activities of the Commission.

Statistical Summaries

	1999-2000	1998-99	1997-98	1996-97	1995-96
CLIENT SERVICES					
Applications Received	23,320	23,981	23,618	23,027	23,186
Full Service Applications:					
Federal Criminal (Adult)	13,711	12,939	12,143	11,605	11,794
Federal Criminal (Youth)	2,704	4,015	4,391	3,898	4,021
Family	5,470	5,425	5,422	5,958	5,808
Civil	2	5	8	11	11
Provincial Offences	4	17	16	12	17
Total Full Service Applications	21,891	22,401	21,980	21,484	21,651
Applications Refused Service	1,429	1,580	1,638	1,543	1,535
Appeals against Refused Applications	303	339	446	467	430
Appeals to the Civil Appeals Committee	7	9	9	5	8
Summary Service or Advice	5,816	6,210	6,483	7,061	7,769
Cases Completed and Closed by Staff:					
Federal Criminal (Adult)	12,561	11,456	12,484	11,219	12,476
Federal Criminal (Youth)	2,444	4,057	3,649	3,346	3,449
Family	4,832	5,506	6,186	6,344	5,815
Civil	2	19	12	20	15
Provincial Offences	5	1	1	3	9
Total Cases Completed and Closed by Staff	19,844	21,039	22,332	20,932	21,764
Cases assigned to the Private Bar: Federal Criminal (Adult & Youth)	795	367	303	281	242
Cases closed by the Private Bar: Federal Criminal (Adult & Youth)	512	467	370	378	368
Cases assigned to the Private Bar: Family	374	173	171	156	99
Cases closed by the Private Bar: Family	195	205	167	154	115
Cases assigned to the Private Bar: Variations	0	610	717		
Cases closed by the Private Bar: Variations	300	623	313		
Duty Counsel Services	8,602	8,435	8,671	7,999	7,818
Incoming Reciprocal	117	94	92	94	120
Outgoing Reciprocal	158	153	132	128	163

Financial & Other Resources

	1999-2000	1998-99	1997-98	1996-97	1995-96 ⁴
Revenue	\$10,689,807	\$9,953,010	\$9,533,662	\$9,026,648	\$8,756,264
Expenses	\$10,519,432	\$10,158,876	\$9,570,755	\$8,995,548	\$8,828,938
Excess (Deficiency) of Revenue over Expenditures	\$170,375	(\$205,866)	(\$37,093)	\$31,100	(\$72,674)
Investment in Capital Assets	\$482,444	\$385,484	\$443,097	\$443,151	\$408,161
Unrestricted Assets, end of year	(\$77,657)	(\$151,072)	\$7,181	\$34,220	\$38,110
Contribution of the Federal Government - Adult Criminal and Young Offenders	\$2,480,516	\$2,465,120 ³	\$2,519,936 ³	\$2,503,179 ³	\$3,231,852 ²
Contribution of the Federal Government - Civil ²	Cost sharing ended March 31, 1996	Cost sharing ended March 31, 1996	(\$276,399) ¹	\$980,025	\$1,260,096
Per Capita Expenditures on Legal Aid	\$10.25	\$9.89	\$9.66	\$9.00	\$8.67
Number of Employees	132	133	132	131	131
Number of members of the Private Bar actively involved in providing services under <i>The Legal Aid Act</i>	231	198	169	114	126

¹ Repayment upon conclusion of the Canada Assistance Plan Agreement effective March 31, 1996.

² According to Saskatchewan Social Services records

³ According to Saskatchewan Justice records.

⁴ The Revenue and Expenditures have not been restated to include the combined activities of the Commission by using the principles of fund accounting.

Caseload by Area Office 1999-2000

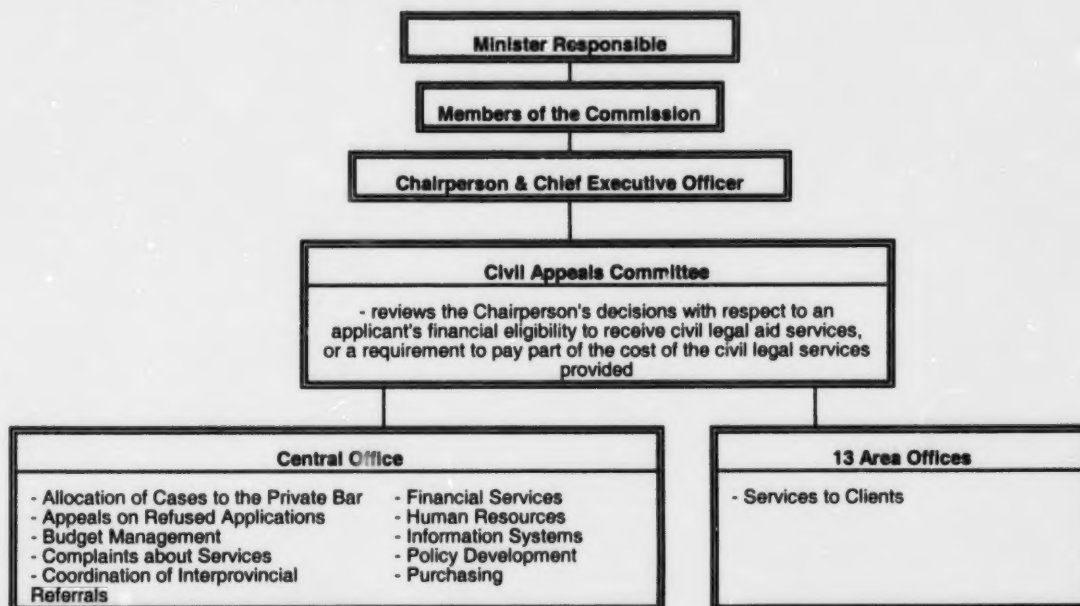
- Most of the cases for which The Saskatchewan Legal Aid Commission grants full service applications are for federal criminal - adult matters (62.6%). This is followed by family matters (25%), and federal criminal - youth matters (12.5%).
- The number of full service applications decreased by 2.28% compared to the previous year.
- Compared to the previous year, the family law area increased by 45 cases, while service for criminal law (both adult and youth) matters decreased by 539 cases (3.2%).
- About 34% of the clients are female, 66% are male.
- About 82% of applicants are receiving social assistance.
- Approximately 67% of full service applicants have identified themselves as of Aboriginal descent (52% are Status Indian, 3.5% Non-status Indian, 11.9% Metis, and 0.07% as Inuit).

AREA OFFICE	Federal Criminal - Adult	Federal Criminal - Youth	Family	Civil	Provincial Offence	Total Full Service Applications	Total Cases Closed	Summary Advice or Service	Duty Counsel Advice
Central	0	0	0	0	0	0	0	0	7858 ¹
Battlefords	1,093	157	374	0	0	1,624	1,555	34	2
Meadow Lake	1,173	86	326	0	1	1,586	1,463	82	0
Melfort	453	142	250	0	0	845	789	92	4
Moose Jaw	441	92	402	0	2	937	801	84	2
Northern	940	317	292	0	0	1,549	1,403	315	69
Prince Albert	1,916	424	630	0	0	2,970	2,650	143	4
Regina City	2,374	662	831	2	0	3,869	3,401	2,102	380
Regina Rural	559	54	454	0	0	1,067	1,040	389	14
Saskatoon City	3,166	425	791	0	1	4,383	4,038	1,669	193
Saskatoon Rural	399	54	445	0	0	898	746	219	0
South East	296	58	220	0	0	574	501	300	23
Swift Current	173	8	138	0	0	319	296	236	51
Yorkton	728	225	317	0	0	1,270	1,161	151	2
Total full service applications	13,711	2,704	5,470	2	4	21,891			
Total Closed Cases	12,561	2,444	4,832	2	5		19,844		
Summary Advice	2,266	258	2,994	196	102			5,816	
Duty Counsel	6,570	1,784	7	1	240				8,602

¹ - This service is provided by private lawyers on contract.

Management Structure

As of March 31, 2000, The Saskatchewan Legal Aid Commission employed 132 people:
125 at Area Offices & 7 at Central Office



Left to right:
(Back Row): Jerome Boyko, Darrell Blais, Mervyn Shaw, Adrian McBride, Bob McCann, Pamela Cuelanera, David Andrews, Q.C., David Bright, James Struthers, Rob MacLennan.
(Front Row): Katharine Grier, Jane Lancaster, Q.C., Laura Lacoursiere, Michael Ryan, Q.C., Janice Lawrence, Q.C., Barry Treacy.

Offices of the Saskatchewan Legal Aid Commission

Saskatchewan Legal Aid Commission Central Office

#502 - 201 21st Street East
SASKATOON SK S7K 2H6
Phone 933-5300 FAX 933-6764
Toll Free: 1-800-667-3764
E-Mail: central@legalaid.gov.sk.ca
Chairperson: Jane Lancaster, Q.C.

Saskatchewan Legal Aid Commission Saskatoon City Area Office

10th Floor, Sturdy Stone Centre
122 Third Avenue North
SASKATOON SK S7K 2H6
Phone 933-7820 FAX 933-7827
Toll Free: 1-877-424-1898
Legal Director: Katharine Grier

Saskatchewan Legal Aid Commission Meadow Lake Area Office

Box 9000, 119B 2nd Street East
MEADOW LAKE SK S9X 1V8
Phone 236-7636 FAX 236-7634
Toll Free: 1-800-461-8188
Legal Director: Darrell Blais

Saskatchewan Legal Aid Commission Prince Albert Area Office

Box 3003, 11th Floor, McIntosh Mall
800 Central Avenue
PRINCE ALBERT SK S6V 6Z2
Phone 953-2850 FAX 953-2866
Toll Free: 1-877-424-1900
Legal Director: Pamela Cuelensere

Saskatchewan Legal Aid Commission Northern Area Office

Box 5000
Mistasinik Place, 1328 La Ronge Avenue
LA RONGE SK S0J 1L0
Phone 425-4455 FAX 425-4472
Toll Free: 1-800-667-4095
Legal Director: Rob Mackenzie

Saskatchewan Legal Aid Commission South East Area Office

Main Floor, 1302 3rd Street
ESTEVAN SK S4A 2V6
Phone 637-4620 FAX 637-4625
Toll Free: 1-877-424-1903
Legal Director: James Struthers
(Sub-office address):
Box 2003, 110 Souris Avenue
WEYBURN SK S4H 2Z9
Phone 848-2341 FAX 848-2562
Toll Free: 1-877-424-1907

Saskatchewan Legal Aid Commission Swift Current Area Office

3rd Floor, 350 Cheadle Street West
SWIFT CURRENT SK S9H 4G3
Phone 778-8272 FAX 778-8307
Toll Free: 1-877-424-1905
Legal Director: Adrian McBride

Saskatchewan Legal Aid Commission Regina City Area Office

2nd Floor, 1942 Hamilton Street
REGINA SK S4P 2C5
Phone 787-8760 FAX 787-8827
Toll Free: 1-877-424-1897
Legal Director: Michael Ryan, Q.C.

Saskatchewan Legal Aid Commission Saskatoon Rural Area Office

9th Floor, Sturdy Stone Centre
122 Third Avenue North
SASKATOON SK S7K 2H6
Phone 933-7855 FAX 933-7854
Toll Free: 1-877-424-1899
Legal Director: Robert McCann

Saskatchewan Legal Aid Commission The Battlefords Area Office

Main Floor, Provincial Building
1146 102nd Street
NORTH BATTLEFORD SK S9A 1E9
Phone 446-7700 FAX 446-7598
Toll Free: 1-877-441-4418
Legal Director: Janice Lawrence, Q.C.

Saskatchewan Legal Aid Commission Melfort Area Office

P.O. Box 6500
3rd Floor, 105 Crawford Avenue East
MELFORT SK S0E 1A0
Phone 752-6220 FAX 752-6127
Toll Free: 1-877-424-1901
Legal Director: Barry Treacy

Saskatchewan Legal Aid Commission Moose Jaw Area Office

#113 - 110 Ominica Street West
MOOSE JAW SK S6H 6V2
Phone 694-3700 FAX 694-3738
Toll Free: 1-877-424-1902
Legal Director: Mervyn Shaw

Saskatchewan Legal Aid Commission Yorkton Area Office

41 Broadway West
YORKTON SK S3N 0L6
Phone 786-1440 FAX 786-1405
Toll Free: 1-877-424-1904
Legal Director: David Bright

Saskatchewan Legal Aid Commission Regina Rural Area Office

438 Victoria Avenue East
REGINA SK S4P 3V7
Phone 787-1141 FAX 787-2316
Toll Free: 1-877-424-1906
Legal Director: David Andrews, Q.C.

Management's Responsibility for the Financial Statements

Management is responsible for the integrity of the financial information reported by The Saskatchewan Legal Aid Commission. Fulfilling this responsibility requires the preparation and presentation of financial statements and other financial information according to generally accepted accounting principles. These recommendations are consistently applied, with any exceptions specifically described in the financial statements.

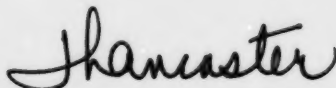
The accounting systems used by the Commission include an appropriate system of internal controls to provide reasonable assurance that:

- transactions are authorized;
- the Commission's assets are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other information;

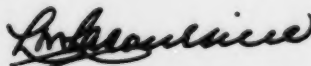
- the accounts are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other financial information.

To ensure management meets its responsibilities for financial reporting and internal control, the members of The Saskatchewan Legal Aid Commission discuss audit and reporting matters with representatives of management at regular meetings. The members of the Commission have also reviewed the financial statements with representatives of management.

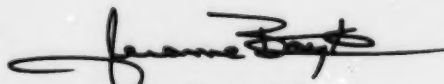
The Provincial Auditor of Saskatchewan has audited The Saskatchewan Legal Aid Commission's statement of financial position as at March 31, 2000, and the statement of operations and changes in net assets, and cash flows for the year then ended. Their responsibility is to express an opinion on the fairness of management's financial statements. The Auditor's Report outlines the scope of their audit and their opinion.



Jane L. Lancaster, Q.C.
Chairperson



Laura Lacoursiere,
B.Comm., C.M.A.
Director of Administration



Jerome Boyko, B.Comm.,
C.A., Director of Financial
Management

Saskatoon, Saskatchewan
May 26, 2000

Auditor's Report

To the Members of the Legislative Assembly
of Saskatchewan

I have audited the statement of financial position of The Saskatchewan Legal Aid Commission as at March 31, 2000 and the statement of operations and changes in net assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2000 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

Regina, Saskatchewan
May 26, 2000



G. P. Wendel, CMA, CA
Acting Provincial Auditor

Statement 1

The Saskatchewan Legal Aid Commission
Statement of Financial Position
As at March 31

	<u>2000</u>	<u>1999</u>
Assets		
Current		
Cash	\$ 538,143	\$ 631,122
Accounts receivable	66,449	14,670
Prepaid expense	<u>87,781</u>	<u>93,038</u>
Total current assets	692,373	738,830
Capital Assets (Note 4)	<u>482,444</u>	<u>385,484</u>
	<u>\$1,174,817</u>	<u>\$1,124,314</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	<u>\$ 770,030</u>	<u>\$ 889,902</u>
Net Assets		
Investment in capital assets fund	482,444	385,484
Unrestricted	<u>(77,657)</u>	<u>(151,072)</u>
	<u>404,787</u>	<u>234,412</u>
	<u>\$1,174,817</u>	<u>\$1,124,314</u>

(See accompanying notes to the financial statements)

The Saskatchewan Legal Aid Commission
Statement of Operations and Changes in Net Assets
Year Ended March 31

	2000			1999
	<u>Operating Fund Budget</u>	<u>Operating Fund Actual</u>	<u>Investment in Capital Assets Fund Actual</u>	<u>Total</u>
Revenue: (Note 2)				<u>Total</u>
Department of Justice	\$ 10,465,000	\$ 10,565,000	\$ ---	\$ 10,565,000
Other	<u>135,000</u>	<u>124,807</u>	<u>---</u>	<u>124,807</u>
	<u>10,600,000</u>	<u>10,689,807</u>	<u>---</u>	<u>9,953,010</u>
Expenses:				
Salaries and employee benefits	7,418,572	7,459,399	---	7,459,399
Central Office administrative (Schedule 1)	240,848	205,366	40,638	318,905
Area Office administrative and operating expenses (Schedule 1)	1,193,985	1,238,050	161,896	1,399,946
Provision of legal services	658,000	877,398	---	877,398
Other legal expenses	169,750	146,351	---	146,351
Travel	374,000	379,387	---	379,387
Loss on disposal of fixed assets	---	---	10,947	10,947
	<u>10,055,155</u>	<u>10,305,951</u>	<u>213,481</u>	<u>10,519,432</u>
Excess (deficiency) of revenue over expenses	544,845	383,856	(213,481)	(205,866)
Fund Balances, beginning of year	(151,072)	(151,072)	385,484	440,278
Transfer between funds	<u>(393,773)</u>	<u>(310,441)</u>	<u>310,441</u>	<u>---</u>
Fund Balances, end of year	<u>\$ ---</u>	<u>\$ (77,657)</u>	<u>\$ 482,444</u>	<u>\$ 234,412</u>

(See accompanying notes to the financial statements)

**The Saskatchewan Legal Aid Commission
Cash Flow Statement
As at March 31**

	<u>2000</u>		<u>1999</u>
Cash provided by (used in)			
Operating Activities			
Excess of revenue over expenses			
Operating Fund (Statement 2)	\$ 383,856	\$	12,233
Net change in non-cash working capital (note 6)	<u>(166,394)</u>		<u>366,362</u>
Net cash provided by operating activities	217,462		378,595
Investing Activities			
Purchase of capital assets	<u>(310,441)</u>		<u>(170,486)</u>
Net (decrease) increase in cash	(92,979)		208,109
Cash, beginning of year	<u>631,122</u>		<u>423,013</u>
Cash, end of year	\$ <u>538,143</u>	\$	<u>631,122</u>

(See accompanying notes to the financial statements)

**The Saskatchewan Legal Aid Commission
Notes to the Financial Statements
March 31, 2000**

The Legal Aid Act came into force on September 1, 1983 by Order in Council 1275/83 and continued The Saskatchewan Community Legal Services Commission as a body corporate under the name of The Saskatchewan Legal Aid Commission. The purpose of the Commission is to provide legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure those services from their own resources.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with generally accepted accounting principles and includes the following significant accounting policies:

a) Fund Accounting

The Commission follows the restricted fund method of accounting for contributions. For financial reporting purposes, the following major funding groups are:

Operating Fund (unrestricted assets)

The Operating Fund reflects the primary operations of the Commission including revenue from the Department of Justice for the provision of legal services and other revenue.

Investment in Capital Assets Fund (restricted assets)

Investment in Capital Assets Fund reflects the equity of the Commission in capital assets. This fund includes any grants designated for the acquisitions of capital assets. The Commission would also impose a restriction that any capital purchases made with operating funds would be recorded as an interfund transfer. Expenses consist primarily of amortization of capital assets.

b) Capital Assets

Capital assets are recorded at cost. Normal repairs and maintenance are expensed as incurred. The capital assets are reduced annually by an amount representing the consumed cost of the asset calculated as follows:

Office Equipment and Furniture	14 2/7% per annum
Library	33 1/3% per annum

2. Revenues

The following are included in revenue:

a) Unrestricted contributions are recognized as revenue of the operating fund in the year received or receivable.

Other revenue is comprised of client contributions, cost recoveries, interest and miscellaneous receipts.

Any unexpended funds remaining from the legislative appropriation (Department of Justice revenue) for a fiscal year must be returned to the Department of Justice unless authorized by Treasury Board.

b) Restricted contributions related to capital assets are recognized as revenue of the investment in capital assets fund in the year received or receivable.

3. Pension Plan

The Commission participates in a defined contribution pension plan for the benefit of its employees. The Commission's financial obligation to The Staff Pension Plan for Employees of The Saskatchewan Legal Aid Commission (Plan) is limited to making regular payments to match the amounts contributed by the employees for current service. The Commission's annual pension expense for 2000 amounted to \$370,537 (1999 - \$327,677).

The Plan is administered and sponsored by a joint trustees arrangement. The joint trustees consist of four members, two appointed by the Commission and two appointed by C.U.P.E. Local 1949. Day-to-day administration is provided by the Commission for the Trustees without charge to the Plan. The administration expenses of the Plan are initially paid by the Commission and are subsequently refunded by the Plan. As at March 31, 2000, the Plan owed the Commission \$5,676 (1999 - \$ 5,784).

4. Capital Assets

Capital assets are comprised of the following amounts:

	2000			1999		
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
Office equipment and furniture	\$980,232	\$ 564,642	\$415,590	\$1,024,882	\$713,711	\$311,171
Library	<u>1,036,158</u>	<u>969,304</u>	<u>66,854</u>	<u>1,018,695</u>	<u>944,382</u>	<u>74,313</u>
	<u>\$2,016,390</u>	<u>\$1,533,946</u>	<u>\$482,444</u>	<u>\$2,043,577</u>	<u>\$1,658,093</u>	<u>\$385,484</u>

5. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown Corporations, departments, agencies, boards and commissions related to the Commission by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control and significant influence by the Government of Saskatchewan (collectively referred to as "related parties").

Facilities, vehicle rentals, office supplies, and miscellaneous office services are acquired from a related party. These transactions are recorded at rates which are determined primarily on the basis of recovery of the costs incurred by the related party. These transactions and amounts outstanding at year end are as follows:

	<u>2000</u>	<u>1999</u>
Expenses	\$ 867,790	\$ 838,036
Accounts payable	13,568	16,516
Accounts receivable	25,361	—

Other operating transactions with related parties are settled at prevailing market prices under normal trade terms. These transactions and amounts outstanding at year end are as follows:

	<u>2000</u>	<u>1999</u>
Expenses	\$ 299,560	\$ 371,489
Accounts payable	3,107	579

In addition, the Commission pays Saskatchewan Education and Health Tax on all its taxable purchases. The Commission also received transcripts without charge from the Department of Justice, Transcript Services.

During the year, the Commission made a payment in the amount of \$21,155 (1999 - \$21,155) to the Saskatchewan Legal Aid Commission Benefit Plan Surplus Fund. The intent of this fund is to cover increased premium costs of the extended health care benefits for members of C.U.P.E. Local 1949 in accordance with the Collective Bargaining Agreement. The increased premium costs are initially paid by the Commission and for 2000 the Fund reimbursed the Commission \$4,215 (1999 - \$20,888) for the increased premium costs.

Other transactions with related parties and amounts due to or from them are described separately in these financial statements and the notes thereto.

6. Net Change in Non-Cash Working Capital Balances Related to Operations

		2000		1999
(Increase) decrease in accounts receivable	\$	(51,779)	\$	65,147
Decrease in prepaid expenses		5,257		411
(Decrease) increase in accounts payable and accrued liabilities		(119,872)		300,804
Net change in non-cash working capital balances related to operations	\$	(166,394)	\$	366,362

7. Financial Instruments

Financial instruments consist of:

Cash
Accounts receivable
Accounts payable

a) Significant terms and conditions

There are no significant terms and conditions related to financial instruments that may affect the amount, timing and certainty of future cash flows.

b) The carrying value of the financial instruments approximate fair value due to their immediate or short-term nature.

8. Measurement Uncertainty

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of accounts payable and accrued liabilities at the date of the financial statements and the reported amount of expenses during the reported period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known.

9. Budget

These amounts represent the budget approved by members of The Saskatchewan Legal Aid Commission.

Schedule 1

The Saskatchewan Legal Aid Commission
Schedule of Administrative and Operating Expenses
Year Ended March 31

	2000		1999
	Budget	Operating Fund Actual	Operating Fund Actual
Central Office Administrative			
Leased accommodation	\$38,800	\$37,152	\$104,794
Telephone	26,540	22,320	20,718
Computer Maintenance and Support	9,180	60,426	43,724
Postage	7,200	6,949	7,697
Stationery and office supplies	10,200	2,054	10,442
Periodicals	3,848	3,337	3,253
Photocopying	3,940	3,597	3,581
Other operating expenses	<u>141,140</u>	<u>69,531</u>	<u>75,926</u>
Total Central Office Administrative	<u>\$240,848</u>	<u>\$205,366</u>	<u>\$270,135</u>
Area Office Administrative and Operating Expenses			
Leased accommodation	\$643,103	\$614,511	\$598,748
Telephone	161,460	161,604	164,131
Computer Maintenance and Support	140,920	171,491	95,214
Postage	34,800	32,088	31,040
Stationery and office supplies	69,800	69,325	71,195
Periodicals	54,152	49,675	51,386
Photocopying	39,060	37,007	37,456
Other operating expenses	<u>50,690</u>	<u>102,349</u>	<u>70,636</u>
Total Area Office Administrative and Operating Expenses	<u>\$1,193,985</u>	<u>\$1,238,050</u>	<u>\$1,119,806</u>

Appendix I - Additional Supplementary Information (unaudited)
Personal Services

Listed are individuals who received payments for salaries, wages, honorariums, etc. which total \$2,500 or more.

Albert, Alice	\$29,658	Jickling, Maureen	\$36,017
Andrews, David	81,354	Johnson, James	74,448
Armstrong, David	50,345	Johnston, Celia	30,440
Arnott, Fran	26,079	Johnston, Gladys	32,410
Barr, May	29,658	Johnston, Lisa	28,760
Bartlett, Cheryl	26,035	Josephson, Gene	57,993
Baumgartner, Pearl	69,350	Kennard, Dianne	29,658
Beaton, Betty	34,302	Kergoat, Roger	44,935
Beckie, Samuel	77,580	Kirkham, Barbara	29,408
Beneteau, Joyce	29,658	Kowalik, May	34,302
Bercovich, Norman	74,448	Kowalski, Elaine	34,302
Bernier, Sharon	23,062	Krasowski, Beverly	26,653
Blais, Darrell	79,059	Lacoursiere, Laura	72,639
Boechler, Cheryl	34,302	Lancaster, Jane	84,128
Bohachik, Catherine	51,652	Lanz, Roxanne	5,341
Bordessa, Lynda	68,324	Laporte, Rodney	65,250
Borkowsky, Viola	16,096	Larson, Geraldine	34,302
Boyko, Jerome	58,785	Lavallee, Pauline	34,302
Bright, David	81,354	Lawrence, Janice	81,354
Buckle, Wayne	6,470	Lechner, Kelly	34,302
Burns, Peter	63,720	Lechner, Valerie	24,356
Calderbank, Jennifer	33,988	Leibel, Lynette	29,825
Campbell, Bruce	77,580	Loader, Barbara	34,302
Chery, Cynthia	16,679	Love, Terri	5,388
Crookshanks, Grant	77,580	Mackenzie, Robert	71,353
Cuelenaere, Pamela	75,472	McBride, Adrian	81,354
Curtis, Barb	29,050	McBride, Dawn	29,565
Dahlby, Brenda	20,685	McCann, Robert	81,354
Daunt, Felicia	51,486	McCaslin, Wanda	13,644
Dove, Graham	77,580	McGuire, Allan	77,580
Durbin, Dorothy	18,955	McHenry, Tracey	29,658
Earing, Kimberly	43,080	McLean, Mavis	34,302
Eichorn, Wrahnda	24,894	McMahon, Jill	77,580
Epp, Dawn	26,365	McNeill McCrea, P.	20,673
Faris, Shirley	34,302	Maeder, Corinne	53,517
Fenske, Anna	28,483	Magnusson, Lynne	34,302
Gale, Heather	29,118	Maloney, Catherine	77,580
Gattinger, Brenda	29,658	Martin, Margaret	33,315
Gee, Philip	34,302	Martynook, Patricia	29,658
Glavas, Helga	29,658	Mayer, Richard	77,580
Godson, Kathy	16,940	Melin, Jacqueline	43,382
Gonzo, David	56,707	Moore, Donna	12,992
Gottselig, Audra	18,387	Morine, Cheryl	8,775
Grand, Tammy	29,658	Mullord, Donald	73,956
Green, Ross	75,652	Orlowski, Anthony	70,476
Grier, Katharine	76,879	Pappas, Maria	77,580
Haid, Debra	69,584	Peterson, Kristin	19,528
Harvey, Valerie	4,903	Pethick, Laurel	29,658
Haskewich, Lynn	34,302	Pirot, Olive	34,302
Healy, Kearney	77,580	Reich, Lorraine	29,658
Hoffart, Janice	25,124	Reis, Patrick	77,580
Hofmann, Rhonda	29,658	Rheindel, Mary Lou	29,117
Hopkins, Debra	52,271	Ritter, Bruce	77,580
Hottinger, Constance	2,660	Robert, Alice	41,173
Howie, Bernice	29,658	Robinson, Sidney	78,778

Personal Services - concluded

Ryan, Michael	\$83,616
Schmidt, Doreen	32,946
Scott, Cameron	46,514
Sebelius, Lorraine	29,658
Secundiak, Angeline	34,302
Shaw, Mervyn	81,354
Siever, Shirley	29,658
Sim, Norma	77,580
Soder, Kelly	43,868
Soder, Michael	63,393
Soroka, Darrel	58,930
Stanley, Shannon	25,587
Struthers, James	73,374
Sudom, Grant	34,302
Svendsen, Linda	29,658
Talbot, Tanis	39,719
Tangeman, Carol	25,528
Thurlow, George	77,580
Tkachuk, Gloria	17,029
Tondevoid, Pat	77,580
Treacy, Barry	81,354
Van de Kamp, Louise	12,337
Vancoughnett, Doreen	36,702
Wagner, Julie	5,035
Weber, Myron	67,456
Whitrow, Marilyn	29,658
Wilhelm Skopyk, Lisa	58,977
Winsor, Dallis	77,580
Wood, Cheryl	34,302
Wyatt, Andrew	39,700
Zakowsky, Aline	29,658
Zurloff, Kim	32,058

Payees under \$2,500	7,721
Decrease in accrued liabilities	(30,783)

\$6,326,465

Suppliers and Other Payments (unaudited)

Listed are payees who received \$20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, equipment, and other expenditures.

Athabaska Airways Ltd.	\$20,552
Bodnar Wanhella Cutforth Black	37,131
Canada Law Book Inc.	29,903
Courtesy Air	99,086
Cuelenaere Kendall Katzman	28,616
Dumonceaux, Ronald	65,000
Eggum Abrametz Eggum	26,372
Great-West Life Assurance Company (employer costs)	193,603
Hardy and Hardy	20,771
Helix Biotech Corp.	21,166
Horizon Computer Solutions Inc.	147,219
Huck Andrews Butler	38,989
La Ronge Aviation Services Ltd.	22,417
Law Society of Saskatchewan	65,108
LogiCorp	62,237
Manulife Financial	366,314
Paradigm Consulting Group Inc.	135,661
Receiver General for Canada - Canada Pension Plan	152,374
Receiver General for Canada - Employment Insurance	151,607
Saskatchewan Lawyers Insurance Association	126,400
Saskatchewan Property Management Corporation	907,410
SaskTel	192,166
Saskatchewan Workers' Compensation Board	49,033
SLAC Benefit Plan Surplus Fund	21,155
Software Spectrum Canada Ltd.	76,113
Stephens Arnot	28,540
Payees under \$20,000	1,222,507
Decrease in prepaid expenses	5,258
Increase in Accounts Receivable	(22,781)
	<u>\$4,289,927</u>

Appendix II

A Glossary of Terms

Accrued vacation pay - Value of employee vacation leave entitlement earned but not taken.

Application - refers to a formal written request for legal assistance. Related legal matters enumerated at the time of application are included on one application, despite the requirement for a court appearance. Separate applications are counted for criminal, family, civil or provincial offence matters.

Appeal - refers to an appeal of a lower court or administrative tribunal decision, not an appeal of a refused application.

Appeal against refusal - refers to an appeal of a refused application for legal services.

Civil matters - refers to all other civil proceedings that are not of a family nature.

Contribution - refers to that portion of the costs of legal services that an applicant or client may be required to pay.

Coverage or range of service restrictions - refers to applications refused because the legal matter is not covered by The Saskatchewan Legal Aid Commission.

Duty counsel service - immediate, although temporary advice by telephone to arrested or detained persons, irrespective of financial status.

Family matters - refer to proceedings related to divorce, separation, maintenance, custody/access, and other matters of a family law nature.

Federal criminal matters (adult) - refers to applications for matters under the *Criminal Code of Canada*, *Narcotic Control Act*, *Food and Drug Act*, or other Federal Statutes if the proceedings are by way of indictment; or, if upon conviction and sentence, there is a likelihood of imprisonment or loss of livelihood.

Federal criminal matters (youth) - refers to applications for matters under the *Young Offenders Act*.

Financial ineligibility - refers to reasons for refusing an application based on some financial information revealed by the applicant about income, assets and liabilities.

Full service application - refers to an application that is granted legal services.

Interprovincial reciprocity agreement - refers to the informal agreement among Legal Aid Plans in Canada to handle nonresident civil matters. Applicants must request legal services in the province/territory of home, rather than in the province/territory where the legal recourse is sought.

Merit, lack of - refers to applications refused because the nature of the case or the seriousness of the matter does not warrant legal assistance.

Merit, professional - some or all of the following are considered:

- is this case one that a reasonable person of modest means would commence or defend?
- are the legal costs of commencing or defending an action reasonable compared with the relief asked for?
- what is the seriousness of the legal or economic outcomes?
- what are the potential benefits to the client?
- is there a possible defence to a charge?
- has the client been cooperative, such as keeping appointments, keeping in touch with the office after a move, etc.?
- has the client accepted reasonable professional advice from the assigned lawyer?

Non-compliance/abuse - refers to refusals based on an applicant's prior or current experience with The Saskatchewan Legal Aid Commission. Included are applications where the services applied for are abusive of the legal process or failure to cooperate with the lawyer.

Prepaid expenses - Payments made during the year that relate to goods and services that will not be received until subsequent fiscal years (includes items such as professional dues, memberships and subscriptions).

Provincial offence matters - refers to applications for matters under provincial statutes, such as *Alcohol Control Act*, *Wildlife Act*, *Parks Act*, or *Highway Traffic Act*.

Range of service or coverage restrictions - refers to applications refused because the legal matter is not covered by The Saskatchewan Legal Aid Commission.

Reciprocal application - see Interprovincial reciprocity agreement. Incoming refers to those applications coming from other jurisdictions, while Outgoing refers to those Saskatchewan sends out.

Refused application - refers to all formal written requests for legal aid that have been denied legal services.

Summary advice or service - refers to the provision of legal advice, information, or any other type of minimal legal service to an individual involving no more than a brief interview or telephone call.